

The U.S. Embassy Hanoi seeks to enter into contracts with qualified, local, reliable firms with sufficient facilities, financing, and work experience for the services listed below. Please click on the bids below for more information or if there are no bids, check back at another time. Thank you for your interest in working with the U.S. Embassy in Hanoi.

General Services Office  
 U.S. Embassy Hanoi  
 Rose Garden Tower  
 170 Ngoc Khanh  
 Hanoi, Vietnam  
[HanoiGSOProcurement@state.gov](mailto:HanoiGSOProcurement@state.gov)

#### Hotel Accommodation and Conference Package Procurement

American Embassy Hanoi is conducting competition for contracting hotel accommodations and meeting package services for the Gulf of Thailand Conference, May 13 – 24, 2013 which will be held in Haiphong City, Vietnam. The items we are looking for are:

No.	Description	Unit	Unit quantity	Days
1	Accommodation for 18 participants (twin room, breakfast included). C/in May 12, c/out May25	room	10	13
2	Accommodation for 6 participants (twin room, breakfast included). C/in May 12, c/out May24	room	3	12
3	Accommodation 4 interpreters (single room, breakfast included). C/in May 12, c/out May 25	room	4	13
4	Accommodation for 2 VN interpreters (single room, breakfast included). C/in May 12, c/out May 24	room	2	12
5	Meeting package (function room with professional set up, 02 wireless microphone, screen, flip chart, white board, 01 lunch and 02 tea breaks per day, papers, pens, water for participants ). For May 13, 14, 15, 22, and 24	person	40	5
6	Catering service for training days at VMP base (2 coffee breaks and lunch per day). For May 16, 17, 20, 21, and 23	person	40	5
7	LCD projector	each	1	5
8	Clip microphone	each	1	5

9	Translation booths	each	3	5
10	Headphones	each	40	5
11	Banner/backdrop	each	1	1

If you are interested in receiving the Request for Quotation, which will be released at the end of the advertising period, please send an email to [HanoiGSOProcurement@state.gov](mailto:HanoiGSOProcurement@state.gov), return receipt requested.

Please note the following:

1. Quotes should be submitted electronically to [HanoiGSOProcurement@state.gov](mailto:HanoiGSOProcurement@state.gov) by 3:00 p.m. Hanoi local time on 5 April 2013. Bidders must request receipt confirmation.
2. Any quote received after 3:00 p.m. Hanoi local time on 5 April 2013 will be considered late and will not be reviewed.
3. The contract will be awarded to the lowest-priced technically acceptable bidder.
4. Payment is 30 days net term.
5. The clauses per attached document are applied.

Quotes should include ALL charges and should be submitted to:

AMERICAN EMBASSY HANOI

No. 7 Lang Ha,

Ba Dinh District

Hanoi – Vietnam

Attn: Procurement Section / Quote for Hotel Accommodation and Conference Package in Haiphong.

[HanoiGSOProcurement@state.gov](mailto:HanoiGSOProcurement@state.gov)

Thank you and look forward to hearing from you soon.